

# Section 2-6 and 3-6 Special Meetings-Written Notice

September 14, 2020

**Councilor Wheeler**

9:51 AM  
(10  
minutes  
ago)

to 2020

Dear committee members,

Please consider making recommendations upon the following change(s) in Charter §2-6 and 3-6. Forgive me for submitting them at the final hour.

## Article 2 Legislative Branch

### SECTION 2-6Exercise of powers; quorum; rules.

#### (c)

Rules of procedure. The Town Council shall from time to time adopt rules regulating its procedures, which shall be in addition to the following:

#### 2.

Special meetings of the Town Council shall be held at the call of the Council President, or, on the call of any five or more members, by written notice delivered in hand or to the place of residence of each member and which contains a listing of the items to be acted upon. Except in case of an emergency, of which the Council President shall be judge, such notice shall be delivered at least 48 hours in advance of the time set for such meeting. A copy of the notice to members shall, forthwith, be posted upon the Town bulletin board.

Comment: The clerk's office finds the requirement to hand deliver special meeting notices onerous and outdated. (Each councilor is provided with their own email address and ChromeBook when they take office.) I recommend striking clause (c) 2 above and replacing it with the following:

Special meetings of the Town Council shall be held at the call of the Council President or at the call of any five or more members, for any purpose. Notice of the meeting shall be delivered to each member and shall specify the date, time and location of the meeting and list the items to be acted upon. Except in case of an emergency, of which the Council President shall be judge, such notice shall be delivered at least 48 hours in advance of the time set for such meeting. A copy of the notice to members shall be posted forthwith.

Article 3 contains similar language, and I would recommend simplifying it as well.

### **Article 3 Executive Branch**

#### **SECTION 3-6 Communications; special meetings.**

##### **(b)**

Special meetings of the Town Council. The Mayor may at any time call a special meeting of the Town Council, for any purpose, by causing a notice of such meeting to be delivered ~~in hand or to the place of business or residence of~~ to each member of the Town Council. Such notice shall, except in an emergency of which the Mayor shall be the sole judge, be delivered at least 48 weekday hours in advance of the time set and shall specify the purpose or purposes for which the meeting is to be held. A copy of each such notice shall, forthwith, be posted on the Town bulletin board.

Thank you,

**Otis Wheeler**

City Council Vice President Precinct 7  
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**City of Greenfield**

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